

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CORRECTIONS PROGRAM SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future supervisory positions located within the Department of Corrections. Positions allocated to this classification direct and supervise a comprehensive social services program, segments of a social services program, a treatment program, and/or other specialized services in an adult or juvenile correctional institution or an adult correctional center. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional supervisory positions located within the Department of Corrections. The positions recommend hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate employees. Positions allocated to this classification: (1) direct, supervise and coordinate institution-wide specialized program(s), services and activities (volunteer services, recreation, community services, and program review); (2) direct a comprehensive specialized treatment program, including supervision of professional staff, for offenders within a correctional center (i.e., Drug Abuse Correctional Center) or a correctional institution; or (3) direct a comprehensive social services program and other specialized services within a correctional center. The positions direct daily program operations; coordinate programs, services, and activities with other program areas within the institution or correctional center; supervise professional, para-professional and clerical staff; and serve as liaison with other areas within the Department and outside agencies in order to effectively meet the program and/or treatment needs of offenders and foster their successful adjustment to the institution and the community.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the definition of supervisor in Wis. Stats. 111.81(19) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which supervise assessment and evaluation or program review classification systems a majority of the time and are more appropriately classified as Corrections Classification Supervisor.
3. Positions which supervise probation and parole agents a majority of the time and are more appropriately classified as Corrections Field Supervisor.
4. Positions which supervise and administer the social services program within a correctional institution a majority of the time and are more appropriately classified as Institution Social Services Director.
5. Positions which supervise a staff of Institution Complaint Examiners a majority of the time and are more appropriately classified as Institution Complaint Supervisor.
6. Positions which, for a majority of the time, direct and supervise a living and treatment program in an adult or juvenile correctional institution under the supervision of the institution head or deputy, including the direct supervision of security and treatment staff and are more appropriately classified as Corrections Unit Supervisor.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

CORRECTIONS PROGRAM SUPERVISOR

Positions allocated to this class spend a majority of time: (1) planning, coordinating, implementing and evaluating institution-wide specialized programs, services and activities (e.g., religious, community services, intern and volunteer services, recreation, records office, chaplaincy office, program review) which may include services and activities for the mentally ill, developmentally disabled, and drug and/or alcohol-dependent offenders; (2) directing a comprehensive specialized treatment program with responsibility for supervising a professional staff engaged in providing direct counseling and treatment services to offenders within an adult correctional center (e.g., Drug Abuse Correctional Center); or (3) directing a comprehensive social services program and other specialized services within an adult correctional center. Positions in allocation #1 are found predominantly at unit management institutions. Institutions not operated under the unit management concept will have a position in allocation #1 only if the institution does not have a Correctional Services Treatment Director position.

These positions provide direct supervision to a variety of staff including social workers, teachers, chaplains, recreation staff, and other professional and support staff. The positions maintain liaison with other institution program areas (e.g., health services) as well as outside agencies in order to effectively monitor offender needs, progress, and ongoing status. Positions may participate in both the program review and the adjustment committees and serve and/or chair work committees; may provide direct treatment and counseling services to offenders, have on-call responsibility, and/or coordinate work placement and volunteer group activities; may have responsibilities for coordinating offender litigation responses; and may provide assistance in the budget process. These positions report to the institution head, deputy or treatment director, and may assume

administrative responsibility for social services and/or treatment programs in their absence. Work is performed under general supervision.

Representative Positions:

Program Coordinator, Columbia Correctional Institution: Reports to the Deputy Warden and plans, coordinates and administers institution-wide specialized programs, services and activities including the Reception and Orientation and Infirmary Units; develops and manages program budgets; supervises a variety of professional and support staff; serves as liaison with Department units and outside agencies regarding specialized programs, services and litigation issues; gathers, analyzes, and reviews information in preparation for litigation; coordinates internships, oversees the volunteer programs; and performs various administrative and management duties.

Program Director, Oshkosh Correctional Institution: Reports to the Deputy Warden and develops, implements and evaluates goals, policies, and procedures for institution-wide specialized programs, services and activities for the mentally ill, developmentally disabled, and drug and/or alcohol-dependent offenders. Supervises and coordinates the word processing department, offender records office, offender litigation, chaplaincy office and program review. Coordinates internships; oversees the volunteer program; and performs various administrative and management duties such as participating as a member of the program review and disciplinary committees.

Drug Abuse Correctional Center (DACC): Reports to the Correctional Center Superintendent and administers, directs and evaluates the Drug Abuse Treatment Unit (DATU) and the Drug Intervention Unit (DIU). Supervises a staff of professional social workers, recreation and paraprofessional support; maintains and updates clinical and administrative procedures; participates in both the program review and adjustment committees; and performs public relations duties. Assumes administrative responsibility in the absence of the center superintendent.

Robert E. Ellsworth Correctional Center: Reports to the Correctional Center Superintendent and administers, directs and supervises treatment and education programs and clerical services for the center; acts as program review coordinator; serves on the adjustment committee; serves as liaison between the center and contract agencies as it relates to the evaluation of contract staff; coordinates services and volunteer programs with offender groups and community resources; and provides direct treatment and counseling services to offenders in areas such as criminal thinking and chemical dependency. Assumes center on-call responsibilities in coordination with the superintendent and security supervisors; coordinates responses to offender litigation; and promotes public relations activities for the center.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective August 7, 1994, as a result of the Professional Social Services Personnel Management Survey and announced in Bulletin CC/SC-25. The series was modified effective November 9, 1997, and announced in Bulletin CC/SC-78 in order to eliminate one allocation which was no longer used and replace that representative position with a more appropriate substitution. The classification of Corrections Program Supervisor was created to accommodate implementation of the expansion of the broadband pay structure effective March 12, 2000, and announced in Bulletin CLR/SC-109. This classification was created to describe former Corrections Program Supervisor 1-2 series positions which were abolished effective March 12, 2000, (also announced in Bulletin CLS/SC-109).

RMM/ILW
SCT/KAS
51520